

**INSTRUCTIONS FOR GAINING PRO HAC VICE ADMISSION  
TO PRACTICE BEFORE  
THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

Please read all instructions **carefully** to avoid unnecessary processing delays.

Pursuant to Local Rule 1.5(b)(3), any member in good standing of the Bar of any Federal Court and who neither resides nor maintains an office for the practice of law in the District of Arizona, may be admitted to practice in this District upon appropriate pro hac vice application and proposed order for admission.

**NOTE** also that pursuant to Local Rule 1.5(b)(3), if the applicant becomes an Arizona resident and/or intends to maintain a principal office for practice in Arizona, he or she must reapply under Local Rule 1.5(a).

Enter your complete name, law firm name, address and phone number and party that you are appearing for.

Enter case caption and case number.

Enter your complete name and the party that you are appearing for and all personal and business information requested.

List all State, Federal, and Circuit Courts to which you have been admitted. If you are not a member in good standing, give explanation on application form or submit this information along with your completed application.

**NOTE:** You must attach an **ORIGINAL** Certificate of Good Standing from a **Federal Bar** to which you are admitted dated no more than 45 days prior to your admission to this court.

If you have concurrently, or within 1 year of this application, made pro hac vice applications to this Court, list all actions. If application was denied, give explanation on application form or submit this information along with your completed application.

If you currently are the subject of a disciplinary investigation or proceeding; or if you were ever disbarred from practice in any Court, provide all relevant information regarding the investigation, and submit that information along with your completed application.

Sign and date the application. The application must bear an original signature. Your signature attests to your reading and understanding of the Standards for Professional Conduct as adopted by the U.S. District Court for the District of Arizona.

**PROPOSED ORDER FOR ADMISSION OF ATTORNEY PRO HAC VICE**

Enter case caption, case number, name of attorney requesting pro hac vice admission and name of party that you are appearing for.

Send completed pro hac vice application and proposed order for admission, **ORIGINAL** Certificate of Good Standing, and \$25 fee to one of the addresses below. If you desire a conformed copy by return mail, please include two sets of copies with the original application and proposed order along with a self-addressed stamped envelope.

CLERK, US DISTRICT COURT  
401 W. WASHINGTON ST., SUITE 130, SPC 1  
**PHOENIX, ARIZONA 85003-2118**

CLERK, US DISTRICT COURT  
405 W. CONGRESS ST., SUITE 1500  
**TUCSON, ARIZONA 85701-5010**